

## DEPARTMENT FOR EMPLOYMENT SERVICES

Division of Unemployment Insurance

Frankfort, Kentucky 40621

**RIGHTS AND RESPONSIBILITIES OF UNEMPLOYMENT INSURANCE CLAIMANTS****IMPORTANT POINTS FOR WORKERS ON TEMPORARY LAYOFF**

- (1) **NOTICE OF BENEFIT AMOUNT.** . . Shortly after you file your initial claim, you will receive a notice called a **MONETARY DETERMINATION** telling you how much you may receive each week on your claim.
- (2) **RECONSIDERATION.** . . If you get a notice telling you your claim is not allowed or your weekly benefit rate is less than the maximum allowed by law because of insufficient wages, report to your local office to request a reconsideration if all of your wages were not included, or if you drew workers' compensation or worked in another state during your base period. Be sure to bring proof any missing wages.
- (3) **YOU MUST BE ABLE AND AVAILABLE.** . . Although you are not required to look for work during your layoff because you have a definite recall date, you must be able to work and available for work during every week for which you claim benefits.
- (4) **EARNINGS DURING LAYOFF.** . . Be sure to include any wages earned during a week that you are claiming--whether you've been paid or not. Remember, in addition to regular wages, earnings include holiday and vacation pay, armed forces drill pay, and self-employment income. If you receive holiday or vacation pay during a plant shutdown, **THIS MUST BE REPORTED AS EARNINGS DURING THE WEEK IN WHICH THE HOLIDAY FALLS.**
- (5) **FOR FASTER SERVICE, CLAIM YOUR BENEFITS AND CHECK YOUR PAYMENT BY TELEPHONE.** An instruction sheet is available.
- (6) **IT'S THE LAW!** . . . If you choose to mail your card, we **MUST** return it to you if it is mailed early, or if questions are not answered. Of course, we must receive the card correctly completed, signed and mailed "timely" before a check can be written for you. If your answer to any question raises doubt about your right to benefits, we will call you or ask you to come into the office.
- (7) **WHEN TO FILE.** . . You must file a "TIMELY" claim for each benefit check. To be **TIMELY**, a claim must be **MADE AFTER** the week 2 ending date printed on your card.
- (8) **ACCURACY IS IMPORTANT.....** Concealing information about any of the above is **FRAUD**.